

LIGHT of SW Florida

Organization: LIGHT of SW Florida

Date Approved: 10/06/2009

Other Version(s) in our collection: None

LIGHT OF SW Florida Code of Ethics

Introduction: LIGHT of SW Florida is a 501(c)(3) charity, dedicated to helping cancer patients cope with the high cost of their treatments. Additionally, we strive to raise awareness within our community to the tremendous hardships faced by cancer patients and their families. LIGHT is run locally, by volunteers, leaving us with minimal administrative costs.

Commitment

LIGHT shall conduct the relationship with the recipient and families in a professional manner.

LIGHT shall clearly communicate its expectations of recipients, including the criteria for receiving benefits, and all administrative requirements.

LIGHT shall treat each recipient with dignity, respect, fairness and good faith without discrimination of any kind.

LIGHT will constantly strive to distinguish between our personal convictions and professional duties, and will not allow our professional beliefs to interfere with fair representation.

Officers of LIGHT will be available to communicate with donors and recipients. Meetings by appointment are preferred, as LIGHT is run entirely by volunteers with workday commitments. Every effort shall be made to respond to both written and electronic correspondence in a timely manner.

LIGHT will comply with all requirements set forth by donors, including donor policies for use of private and commercial space in fund-raising efforts. We understand that donors may reserve the right to alter the terms of use for any resources they supply.

LIGHT will pursue the highest standards of quality for all merchandise sold in fund-raising efforts, and will swiftly address the concerns of purchasers.

LIGHT will respect and honor the efforts of each cherished volunteer. Our goal is to maximize the benefit every volunteer hour brings to our recipients.

Confidentiality

All LIGHT records kept on recipients are stored or disposed of in a manner that assures security confidentiality, unless the law requires disclosure.

LIGHT treats all written and verbal communications from recipients with professional confidence.

Except in those situations where identity of the recipient is necessary to the understanding the case, we use only first names of the recipient.

LIGHT will obtain informed written consent before audio and/or video recording is permitted.

Advertising

LIGHT may use the following information to describe ourselves and the services we provide.

First name

Gender

Type of cancer

A testimonial from recipient regarding their experience working with LIGHT, and the impact our organization has made on the lives of recipients and their families, is greatly appreciated, but is not required.

Testimonials, and other materials granted to LIGHT by our recipients, may be electronically reproduced on our Web site, www.lightswfl.org.

LIGHT may participate in co-operative advertising with other ventures, when attending community events, such as craft fairs.

LIGHT will respect all requests, by organizations or individuals, to terminate physical or electronic correspondence.

LIGHT will prominently acknowledge partnership arrangements with other charitable organizations, as well as private and business sponsorship, at the discretion of the sponsor. Donor requests to remain anonymous will be scrupulously honored.